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STATE DOCUMENTS

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STATE OF MONTANA
DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

HELENA, MONTANA 59601

THOMAS L. JUDGE
GOVERNOR



ED CARNEY
DIRECTOR
LALONDE BUILDING
(406) 449-3737

October 2, 1974

The Honorable Thomas L. Judge
Governor
State of Montana
State Capitol Building
Helena, Montana 59601

Dear Governor Judge:

In accordance with the requirement of Section 82-4002, R.C.M., 1947, there is herewith transmitted to you the Annual Report of the Department of Professional and Occupational Licensing covering the fiscal year ending June 30, 1974.

There is also transmitted to you, the Annual Report of the following Boards covering the fiscal year ending June 30, 1974 which were allocated to this department on August 1, 1972 for administrative purposes only as provided by Section 82A-108, R.C.M., 1947.

Board of Abstracters
Board of Public Accountants
Board of Architects
Board of Athletics
Board of Barbers
State Board of Podiatry Examiners
Board of Chiropractors
Board of Cosmetologists
Board of Dentists
State Electrical Board
Board of Professional Engineers
and Land Surveyors
Board of Hearing Aid Dispensers
Board of Horse Racing

Board of Massage Therapists
Mt. State Board of Medical Examiners
Board of Morticians
Board of Nursing Home Administrators
Board of Nursing
Board of Optometrists
Board of Osteopathic Physicians
Board of Pharmacists
Board of Psychologists
Board of Plumbers
Board of Real Estate
Board of Veterinarians
Board of Water-Well Contractors

Sincerely,

Ed Carney
ED CARNEY,
DIRECTOR

930 LALONDE BLDG
HELENA, MONTANA 59601

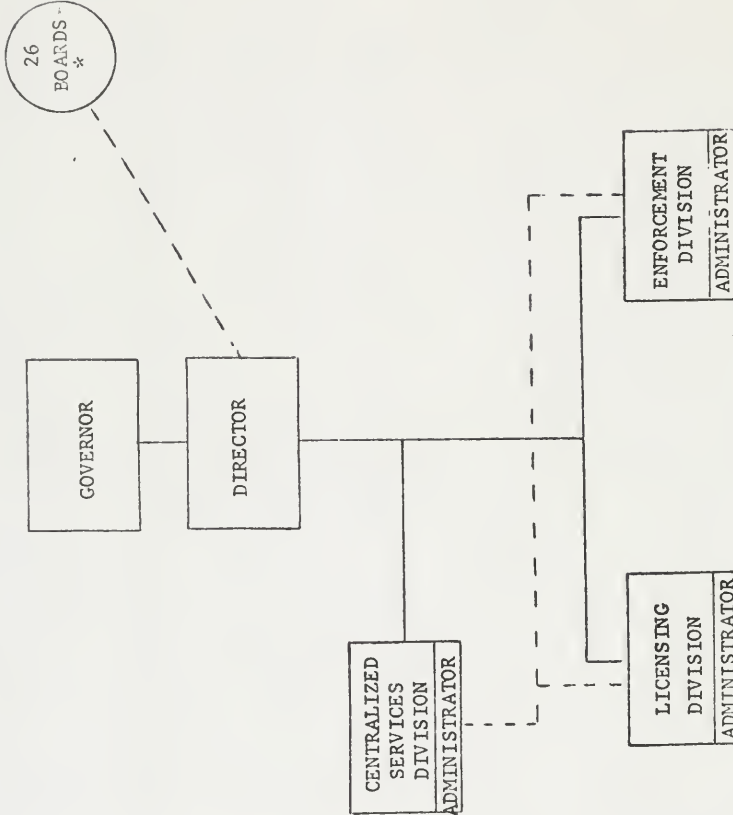
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ORGANIZATION CHART
DEPARTMENT OF PROFESSIONAL
AND OCCUPATIONAL

AUGUST 1972



| * | |
|---------------------------------------|--------------------------------------|
| Board of Abstractors | Board of Masseurs |
| Board of Public Accountants | Board of Medical Doctors |
| Board of Architects | Board of Morticians |
| Board of Athletics | Board of Nursing Home Administrators |
| Board of Barbers | Board of Nurses |
| Board of Chiropractists | Board of Optometrists |
| Board of Chiropractors | Board of Osteopaths |
| Board of Cosmetologists | Board of Pharmacists |
| Board of Dentists | Board of Plumbers |
| Board of Electricians | Board of Psychologist Examiners |
| Board of Engineers and Land Surveyors | Board of Real Estate |
| Board of Hearing Aid Dispensers | Board of Veterinarians |
| Board of Horse Racing | Board of Water Well Contractors |

Department Organization:

Principal Officers

Director: Ed Carney
2021 - 5th Avenue
Helena, Montana 59601
Home phone: 443-2514
Term: At pleasure of Governor

Centralized Services Division: Mary Lou Crawford, Administrator
806 Second
Helena, Montana 59601
Home phone: 442-2674

Licensing Division: Gertrude Malone, Administrator
917 N. Dakota
Helena, Montana 59601
Home phone: 443-3010

Enforcement Division: Mathew Brown, Administrator
1930 Hauser Blvd.
Helena, Montana 59601
Home phone: 443-2941

Inspection Bureau: John Hale, Chief
1808 - 8th Avenue
Helena, Montana 59601
Home phone: 442-3526

Principal Office: Department of Professional & Occupational Licensing
LaLonde Building
Helena, Montana 59601
Phone: 449-3737

LEGAL REFERENCES

The legal authority for the Department of Professional and Occupational Licensing is Section 82A-1601 through 82A-1607, 82A-101 through 82A-122, R.C.M., 1947 and other applicable statutes.

Legislative Changes: Effective July 1, 1974 the Board of Sanitarians under Section 69-3410 through 69-3423, R.C.M., 1947 was allocated to the Department for administrative purposes only. Effective July 1, 1974, the department was assigned the responsibility to license and regulate private investigators and private patrol operators under the provisions of Section 66-3301 through 66-3331, R.C.M., 1947.

MAJOR RESPONSIBILITIES

To provide all administrative and clerical services used by the boards to carry out their responsibilities under the law and rules.

Licensing and regulation by a state is a procedure employed to regulate specified activities in the interest of health, safety and welfare of the public.

MAJOR ACCOMPLISHMENTS

1. Provided within the department the services of an attorney, to supplement the services of the legal help of the office of the Attorney General.
2. Provided within the department for all boards, a uniform complaint handling procedure. In the complaint procedure is a provision for department investigation of complaints at the request of Boards in accordance with Section 82A-1603(5) R.C.M., 1947. This was a recommendation of the Legislative Auditor.
3. Provided for a uniform implementation of Section 82A-1603 (6) R.C.M., 1947 regarding costs of the department. Each board's pro-rata share of the costs of the department is based on man days and actual expenditures of each board.
4. Performance factors:

| | |
|---|--------|
| Total Board Meetings | 100 |
| Total Examinations | 2,934 |
| Total License by reciprocity or endorsement | 689 |
| License by Examination or application | 2,058 |
| Renewals | 30,823 |
| Schools or seminars attendance | 702 |
| Inspections or permits | 10,096 |
| Investigations | 200 |
| Disciplinary or Hearings | 28 |

PROGRAM COST SUMMARY *

Department of Professional & Occupational Licensing

| | FY 1974 | FY1973 | Difference * Increase or (Decrease) |
|-------------------------------|------------|------------|--|
| Centralized Services Division | 53,177.00 | 48,992.00 | 4,185.00 |
| Licensing Division | 359,455.00 | 284,578.00 | 74,877.00 |
| Enforcement Division | 284,967.00 | 225,044.00 | 59,923.00 |
| TOTAL | 697,599.00 | 558,614.00 | 138,985.00 |

Summary by Category

| | | | |
|-------------------|------------|------------|------------|
| Personal Services | 395,844.00 | 321,895.00 | 73,949.00 |
| Operating Expense | 297,570.00 | 231,016.00 | 66,554.00 |
| Equipment | 3,685.00 | 5,403.00 | (1,718.00) |
| Grants | 500.00 | 300.00 | 200.00 |
| TOTAL | 697,599.00 | 558,614.00 | 138,985.00 |

Summary of Funding

| | | | |
|----------------------------------|------------|------------|-------------|
| General Fund | -0- | -0- | -0- |
| Earmarked Revenue Fund | 694,597.00 | 536,468.00 | 158,129.00 |
| Federal and Private Revenue Fund | 3,002.00 | 22,146.00 | (19,144.00) |
| TOTAL | 697,599.00 | 558,614.00 | 138,985.00 |

*The figures in the Program Cost Summary are not the same as in the accounting system because:

1. In FY1973 Centralized Services had an appropriation in the licensing program for \$12,185 and \$1,740 in the Enforcement Program.
2. In FY1974 the Legal pro-rata expense was charged to both Central Services account and licensing and enforcement, making a dual expense charge of \$6,930.

Corrections have been made in this Program Cost Summary.

**Centralized Services Division increase is 8½%. Licensing Division increase is 26%. Enforcement Division increase is 26½%.

Increase in Centralized Services is due to salary adjustment and increase of 1/2 F.T.E.

Increase in licensing and enforcement divisions is due to salary adjustments, increased workload, increased activity within these areas, adjustments to reorganization and better implementation of laws and rules.

PROGRAM ANALYSIS

Centralized Services:

Goal - To carry out the Central Services functions in the most effective and efficient manner possible.

Objectives -

1. Within the limits of personnel and budget to assume gradually the function of a Central Cashier. Presently handling this function for two boards.
2. By working with Department of Administration, it is our hope to be able to get accounting information from the state accounting system which will serve the needs of the citizen boards, the alternative is a duplication of accounting effort.
3. Deposit funds received directly in a downtown bank with proper forms being supplied the state treasurer's office to effect more timely deposits.
4. Develop a system for this office and administrative secretaries to move speedily and accurately handle thousands of small payments.
5. To consolidate the licensing and enforcement program for accounting purposes.
6. Revise the organizational chart for the department.
7. Keep the rules current with board interpretations.

Evaluation -

1. The time and paperwork involved with expenditures and deposits from 26 separate earmarked funds is considerable for the amount of money collected and expended. Accounting, administrative costs are high due to the autonomy and accountability to each earmarked fund.
2. No further automated renewal systems should be considered until a department study can be conducted, evaluated and acceptable to the boards and department.

Licensing:

Goal - to provide in the most effective and efficient manner possible all the administrative and clerical services necessary to assure that those persons issued licenses in the various professions and occupations are qualified within the laws and rules of each board.

Objectives -

1. Utilization of forms and procedures which best serve the interests of the public, licensees and boards and expedite the clerical duties of the department.
2. To promptly answer incoming mail and inquiries.
3. Establish ability of department to serve the needs of individual boards and the public when the Administrative Secretary is absent.

Evaluation - As personnel becomes better acquainted with the specific laws and rules of the many professions and occupations, we are improving service to the public, licensees and the boards.

PROGRAM ANALYSIS

Legal Regulations Division:

Goal - The principal goals of the division are to protect the public health, welfare and safety by providing an effective and impartial program of enforcement of all statutory laws, rules and regulations of the 26 boards of the Department of Professional and Occupational Licensing.

Objectives - To provide for a more professional and proficient inspection and investigative function by the division as required by the boards within the department. Providing for a uniform complaint handling procedure and processing of complaints by the public in accordance with Sections 82A-1602(2) and 82A-1603(5) R.C.M., 1947, as amended. To provide for a program of reporting and processing of all board complaints through the division to facilitate uniformity and better insure accomplishment of the program goals.

Evaluation - By implementing the division's enforcement function, all boards within the department have been provided the opportunity to use the enforcement facilities available. At the request of the individual boards, this division has conducted investigations and inspections providing completely objective narrative findings of fact and presenting them to the board for their determination of cause for disciplinary action.

The division personnel have worked with licensees of the board and with individual board members on investigations. This service has evidenced a reduction in the cost of investigations heretofore carried out by the individual boards and has provided an additional measure of professional and competent investigative techniques resulting in improved performance in carrying out the goals of the department as provided by statute.

